

**BY ORDER OF THE COMMANDER  
AIR FORCE RESERVE COMMAND**

**AIR FORCE RESERVE COMMAND  
INSTRUCTION 36-2801**

**28 March 1997**

**Personnel**

**AFRC AWARDS PROGRAM**



**COMPLIANCE WITH THIS PUBLICATION IS MANDATORY**

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OPR: HQ AFRC/DPMC (MSgt Kathy Cook)

Certified by: HQ AFRC/DP  
(Col Gary L. Shoemaker)

Supersedes AFRESI 36-2801, 6 October 1995.

Pages: 7  
Distribution: F

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This instruction implements Air Force Policy Directive 36-28, *Awards and Decorations*. It provides overall instruction on the AFRC Awards Program for all functional areas, prescribes certificates which may be awarded, and gives nominating procedures for the Reserve Officers Association (ROA) Outstanding Reserve Nonflying Unit Award and Reserve Officers Association (ROA) Outstanding Junior Officer of the Year Award.

**SUMMARY OF REVISIONS**

This revision incorporates nominating procedures for the Reserve Officers Association (ROA) Outstanding Junior Officer of the Year Award (Section 1D). A (I) indicates revision from the previous edition.

**Section A—Introduction**

**1. Program Instructions:**

- 1.1. This instruction applies only to AFRC awards. Do not confuse these awards with military decorations, Air Force sponsored awards, or gaining major command (MAJCOM)-sponsored awards.
- 1.2. Process gaining MAJCOM-sponsored awards through the gaining MAJCOM chain of command according to instructions published by the gaining command.

**2. Program Interpretation:**

- 2.1. This instruction provides direction on AFRC awards, Commander's/Vice Commander's Certificate, the ROA Outstanding Reserve Nonflying Unit award, and the ROA Outstanding Junior Officer of the Year Award.
- 2.2. Directors and heads of special staff offices issue instructions/supplements covering awards in their respective areas.

2.3. Direct questions or requests for official interpretation about a particular award to the responsible agency indicated within the instruction/supplement.

2.4. Upon unit inactivation, send awards to the Air Force Museum. (See AFI 84-103, chapter 6, Managing USAFMS Property). If the unit is reactivated, it requests the Air Force Museum to return the awards.

### **3. Functional Area Responsibilities:**

#### **3.1. AFRC Directors and Heads of Special Staff Offices:**

3.1.1. Provide for recognition, develop, and administer awards programs within their respective functional area.

3.1.2. Establish an AFRC instruction for awards not governed by an Air Force instruction.

3.1.3. Establish an AFRC supplement for awards governed by an Air Force instruction.

3.1.4. Ensure the accuracy of information pertaining to their award programs and submit requests for additions, deletions, and changes as necessary to HQ AFRC/SCSIP.

3.1.5. Monitor, process, and perform all actions pertaining to their awards.

#### **3.2. Numbered Air Forces/Wings:**

3.2.1. Supervise, provide instruction, and monitor award programs for their respective organizations.

3.2.2. Encourage maximum participation through solicitation and publicity.

3.2.3. Ensure the accuracy and timeliness of nominations.

3.2.4. Arrange appropriate awards ceremonies.

#### **3.3. HQ AFRC/PA:**

3.3.1. Prepares and distributes a news release on award selectees in coordination with the office of primary responsibility (OPR).

3.3.2. Returns all material to the OPR after completing the news release.

**4. Award Elements.** Control award elements as outlined in the "Description" paragraph of the award outline (attachment 1).

**5. Preparation of Citations and Biographies.** Prepare citations and biographies according to AFI 36-2805, *Special Trophies and Awards*.

**6. Additions, Deletions, Changes.** The agency indicated as "responsible agent" in the award outline processes instructions/supplements and sends to HQ AFRC/SCSIP. Show recommendations to establish new awards using the format in attachment 1. The format contains all the background information and instruction needed to determine eligibility of units or personnel and to submit nominations for such awards.

**7. Obtaining Commander's Approval of Award Selectees.** The OPR for each award submits its selectee's name to the vice commander for approval. This is done before the OPR requests HQ AFRC/PA to make a public announcement of selectee.

- 7.1. The OPR submits minutes of its selection board to the vice commander for approval/disapproval.
- 7.2. If there are no minutes, the OPR submits a memorandum for approval or disapproval which fully explains the action taken.
- 7.3. The minutes or memorandum submitted to the vice commander contains, as attachments, one copy of each nomination considered.
- 7.4. After receiving approval of the vice commander, the OPR requests HQ AFRC/PA to make a public announcement of the selectee.

**8. Instructions and Procedures for Awards Presentation.** Instructions and procedures for presentation are in the "Method of Presentation" paragraph of the award outline (attachment 1).

**9. Publicity:**

- 9.1. Commanders provide publicity and photographic coverage of awards presentations and the AFRC Awards Program.
- 9.2. When desired by the individual, HQ AFRC/PAM forwards DD Form 2266, **Information for Hometown News Release**, to the Hometown News Center.
- 9.3. Award articles and photographs may be furnished to AFRC News Service and surrounding civilian news media for award recipients.

**Section B—Certificates**

**10. Commander's/Vice Commander's Certificate:**

- 10.1. Description. The certificate measures 10- by 14- inches with an American Flag printed across the top and a spread wing eagle on the bottom left with space provided for recipient's name.
- 10.2. Criteria. The commander/vice commander awards this certificate to any person or unit for any act or service deemed appropriate.
- 10.3. Requesting Certificates. Field units request certificates by memorandum to AFRC/CVEP, 155 2nd Street, Robins AFB GA 31098-1635.

**11. AFRC Form 18, Family Appreciation Certificate:**

**11.1. Description.** AFRC Form 18 is a red, white, and blue bordered form, printed on 8 1/2- by 11-inch parchment paper with blue lettering, blue eagle, and blue AFRC logo with space provided for recipient's name.

**11.2. Eligibility.** The family of:

- 11.2.1. Any officer who completes 6 years of satisfactory service in the Air Force Reserve Command.
- 11.2.2. Any enlisted member of the Air Force Reserve Command who reenlists.

**11.3. Criteria.** The NAF, wing, or group commander awards this certificate to the family of a reservist when eligible. The Military Personnel Flight (MPF) prepares the certificate for the appropriate commander's signature.

***Section C—Reserve Officers' Association Outstanding Reserve Nonflying Unit Award***

- 12. Responsible Agencies.** HQ AFRC/DPMC; HQ AFRC/LG; NAFs/LG; and Logistics Groups/CC.
- 13. Purpose or Objective.** To promote a competitive spirit throughout the Air Force Reserve with a resultant increase in the efficiency and effectiveness of nonflying units.
- 14. Description.** A trophy sponsored by the Reserve Officers Association (ROA).
- 15. Eligibility.** Any Air Force Reserve Command Nonflying, nonmedical unit.
- 16. Frequency of Award and Period Covered.** Annually, 1 October to 30 September.
- 17. Method of Presentation.** Presented at the ROA Annual Convention. Commander of selected unit is invited to the convention by the ROA.
- 18. Source of Evaluation.** Criteria in paragraph 20 below.
- 19. Related Directives.** None.
- 20. Criteria.** Consideration based on total performance for the preceding fiscal year using the following criteria:
- 20.1. Participation in unit training assemblies and field training.
  - 20.2. Adherence to prescribed procedures and safety practices.
  - 20.3. Unit accomplishments.
  - 20.4. Results of on-the-job upgrade training.
  - 20.5. Special tours.
  - 20.6. Contributions to developing or improving systems, programs, or procedures that result in benefits to the Air Force.
  - 20.7. Other outstanding accomplishments.
- 21. Nominating Procedures.** Logistics Groups select the best nomination of the nonflying, nonmedical units in their wing and forward to the NAF/LG by memorandum not later than 1 December each year. NAFs/LG selects the best nomination and forwards to HQ AFRC/DPMC by 1 February of the following year. The nomination includes an original and three copies of the following documents:
- 21.1. An unclassified summary of accomplishments based on criteria in paragraph 20. Prepare on bond paper, using the headings in paragraph 20.1, paragraph 20.2, paragraph 20.3, paragraph 20.4, paragraph 20.5, paragraph 20.6, and paragraph 20.7 followed by appropriate data. Prepare the summary in 10- or 12-pitch, not to exceed two pages.
  - 21.2. A one-page biography of the unit prepared according to AFI 36-2805, *Special Trophies and Awards*, attachment 2.
  - 21.3. A citation prepared according to AFI 36-2805, attachment 3.

**22. How Recipient is Determined and Notification Made.** A board of HQ AFRC/LG senior officers makes the selection based upon data contained in the nomination. HQ AFRC/DPMC provides the winner's name to HQ AFRC/PA for announcement and forwards a copy of the nomination to the ROA for presentation of award.

**| Section D—Reserve Officer Association Junior Officer of the Year Award**

**23. Responsible Agencies.** HQ AFRC/DPMC; NAFs/CC; WGs/CC; Units/CC, and MPFs.

**24. Purpose or Objective.** To recognize those individuals who are making significant contributions to the Air Force Reserve Command (AFRC) while not, repeat, not on extended duty or other statutory tours.

**25. Description.** A trophy sponsored by the Reserve Officers' Association (ROA).

**26. Eligibility.** Any junior officer (01 through 03) actively participating in the AFRC.

**27. Frequency of Award and Period Covered.** Annually, 1 October to 30 September.

**28. Method of Presentation.** Presented at the ROA Annual Mid-Winter Conference in Washington, DC. All nominees are required to attend the conference in a TDY status. TDY funding is the responsibility of the member's parent wing/organization.

**29. Source of Evaluation.** Criteria in paragraph 31.

**30. Related Directives.** None.

**31. Criteria.** Consideration based on total performance for the preceding fiscal year using the following criteria:

31.1. Specific accomplishments in functional area.

31.2. Procedures or ideas that resulted in benefits to reservists or the AFRC.

31.3. Attendance record, personnel performance, and attitude.

31.4. Educational achievements (mission oriented) and other self-improvement efforts.

31.5. Leadership, professionalism, cultural, and social activities that reflect favorably on the AFRC.

**32. Nominating Procedures.** One nominee, if appropriate, from HQ AFRC (including direct reporting units and aligned Air Force elements) and one nominee from each of the three AFRC Numbered Air Forces.

32.1. Wings/CC select the best nomination of junior officers actively participating in the AFRC in their wing and forward to the NAF/CC by 15 September each year. NAFs/CC select the best nomination from the wings and forward to HQ AFRC/DPMC by 30 September each year.

32.2. HQ AFRC directorates submit their nominees to HQ AFRC/DPMC by 30 September each year. HQ AFRC/DPMC will convene a review board to select the HQ AFRC nominee.

32.3. HQ AFRC/DPMC obtains AFRC/CV endorsement on the selected nominations for the NAFs and HQ AFRC and forwards nominations to HQ USAF/REPX by 15 October each year.

32.4. Nominations include an original and five copies of the following documents:

32.4.1. Unclassified summary of performance based on the evaluation factors in paragraph 30. Prepare the summary on plain bond paper in 10- or 12-pitch, not to exceed two pages.

32.4.2. Unclassified citation prepared according to AFI 36-2805, *Special Trophies and Awards*, attachment 3.

32.4.3. A one-page biography of the nominee prepared according to AFI 36-2805, attachment 2.

32.4.4. Full-length, 8 X 10 photo in service dress uniform, without headgear.

32.4.5. Endorsement from each commander in the nominee's chain of command.

32.5. HQ AFRC/DPMC and MPFs review the nominee's personnel data base for accuracy (consistency between PDS and information in the nomination package).

32.6. How the Recipient is Determined and Notification Made. The ROA contacts the award winner prior to the conference.

**33. Form Prescribed. AFRC Form 18, Family Appreciation Certificate.**

DAVID S. SIBLEY, Brig Gen, USAFR  
Assistant Vice Commander

**Attachment 1****FORMAT TO SUGGEST NEW AWARDS****(Award Outline)****Award Title:**

- 1. Responsible Agency.** Show office symbol of the staff agency responsible for initiating and processing the award (directorate or lower symbol).
- 2. Purpose or Objective.** State the objective briefly and concisely, for example, "To encourage effective personnel training on the job."
- 3. Description.** State type of award elements, that is, trophy, plaque, or certificate. State control of the award elements, this is permanent retention, rotation, etc.
- 4. Eligibility.** State who or what unit is eligible to receive the award, types of units or functional areas, AFSC, grade, etc.
- 5. Frequency of Award and Period Covered.** State frequency and period covered.
- 6. Method of Presentation.** Describe briefly the procedures, that is, "Awards are presented (how, by whom, when, and where)." Use multiple action phrases, for example, "Forward to Commander, NAF for subsequent presentation."
- 7. Source of Evaluation.** Indicate how units and individuals are evaluated, such as, nominations, inspections, assessment of reports, staff visits.
- 8. Related Directives.** Cite all directives related to the award. Nominating units consult these directives for background information.
- 9. Criteria.** List the standards which determine who receives the award.
- 10. Nominating Procedures.** Describe format, channels for submitting nominations, if appropriate, and due date.
- 11. How Recipient is Determined.** Describe briefly how the recipient is determined, that is personal competition with highest scores winning, evaluation by board/panel (what board/panel, where).